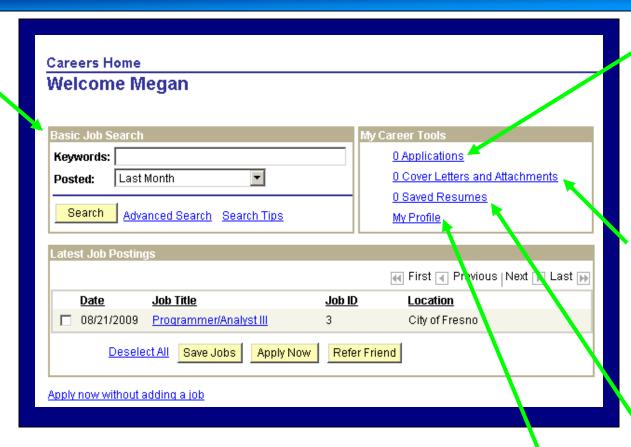
City of Fresno Employee Application



Walkthrough

Welcome Screen

Basic Job
Search- If there
are more jobs
than can fit on
this one screen,
use this to
search for a
specific posting.



My Profile- This will show you your information as it's saved in PeopleSoft. All of the info listed here will automatically populate onto your application. If any info is incorrect or out of date, you will need to correct it in Self-Service.

ApplicationsThis shows how many apps you have submitted.
You can also click on it to view previous apps.

Cover Letters & Attachments-This shows how many attachments you have. Ctrl-Click to view them.

Saved Resumes-This shows how many Resumes you have. Click to view them.

Welcome Screen cont...

Latest Job
Postings- This is
where you will see
all of the open
positions the City
of Fresno has
available.

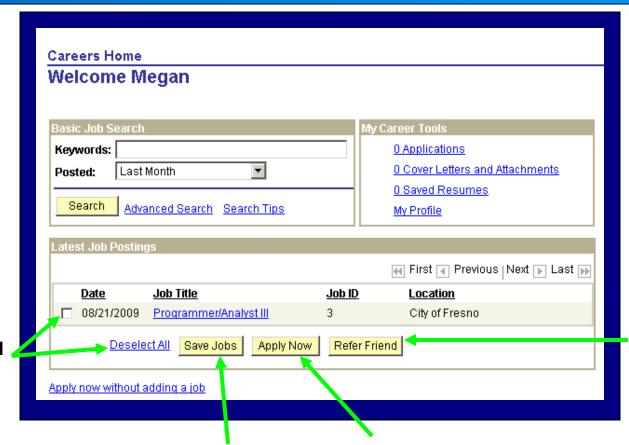
If you see a job you want to apply for straight away, click to add a checkmark to the box next to is and then click Apply Now.



If there's too many jobs to fit on one page, use the navigation buttons to move back and forth through the pages.

Click on the <u>Job Title</u> to see the fully detailed bulletin and the position closing date.

Welcome Screen cont...



Deselect All- Will, uncheck any boxes you have marked.

Save Jobs- This feature isn't working yet.
Please ignore. ©

Apply Now- Use this when you have checked a box to apply (see previous page).

Refer Friend- This allows you to e-mail a checked job to a coworker or a friend.

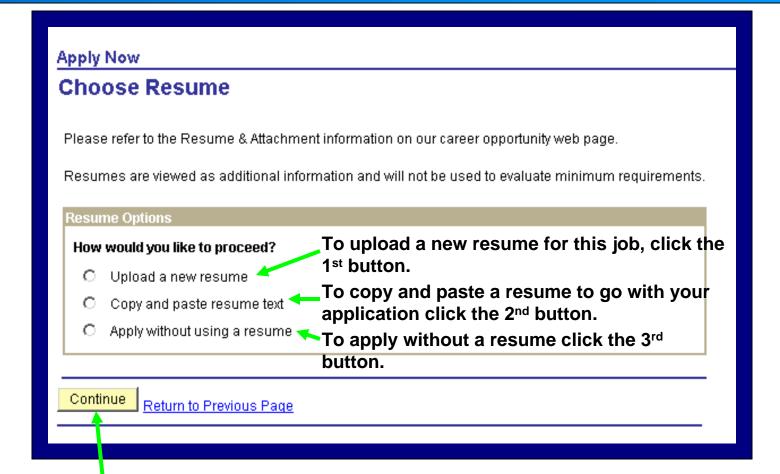
If this is a promotional opportunity, only City of Fresno employees will be able to view & apply for it through Self-Service.

Welcome Screen cont...

Careers Home Welcome Megan	
Basic Job Search Keywords: Posted: Last Month Search Advanced Search Search Tips	My Career Tools O Applications O Cover Letters and Attachments O Saved Resumes
Latest Job Postings	My Profile
Date Job Title □ 08/21/2009 Programmer/Analyst III	Job ID Location 3 City of Fresno
Deselect All Save Jobs Apply Now Apply now without adding a job	Refer Friend

To apply, click to check the box next to the position and then click the Apply Now button.

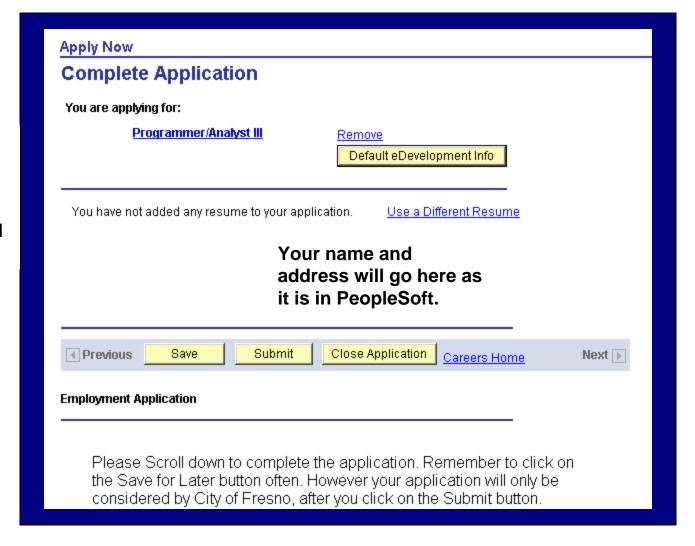
Resume page

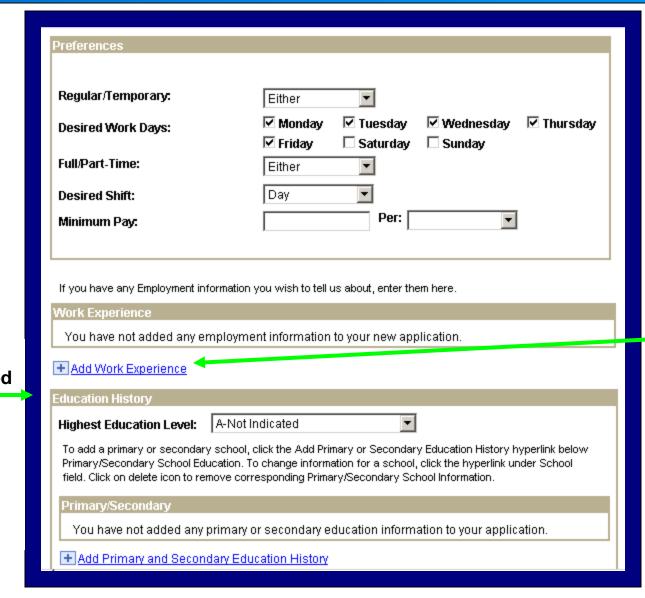


After you select one of the options above, click Continue.

Application

Scroll through the next few pages to view what a blank application will look like.





Click here to add work experience.

If you have already entered information into your self service, it should be listed in the education sections.

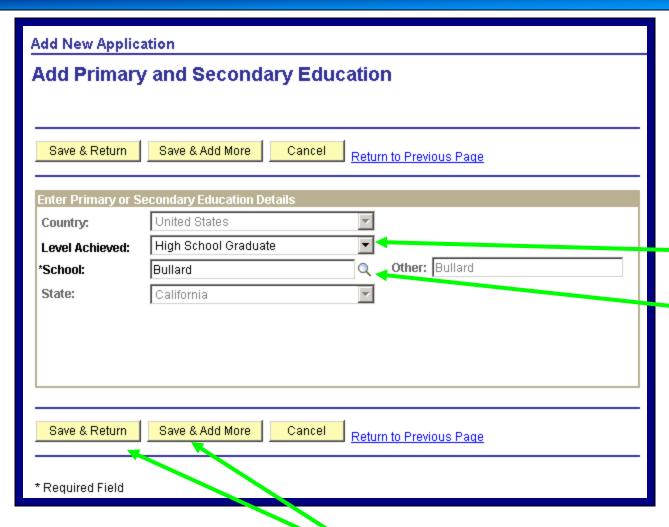
Adding Work Experience

Nork Experience *Hours Worked / Week: 8/1/2008 *Start Date: 5000 Month *Salary: 31 **End Date:** City of Fresno *Employer: Staff Assistant *Ending Job Title: 621-6950 *Telephone: Enter your primary duties here. *Your Duties: *Reason for Leaving: Current emplouer Address United States • Country: 2600 Fresno St Address 1: Address 2: Fresno California City: State: 93721 Postal: Save & Return Save & Add More Cancel Return to Previous Page * Required Field

If you are done entering your employer history, click the Save & Return to go back to the main application page

If you are done with one entry and you need to add another employer history, click the Save & Add More button.

Adding Primary/Secondary education



When entering your education, you will need to use the drop down and the spy glass to select from the options available.

Use the Save & Return button if you are done with your education or the Save and Add More button if you need to add another line of education.



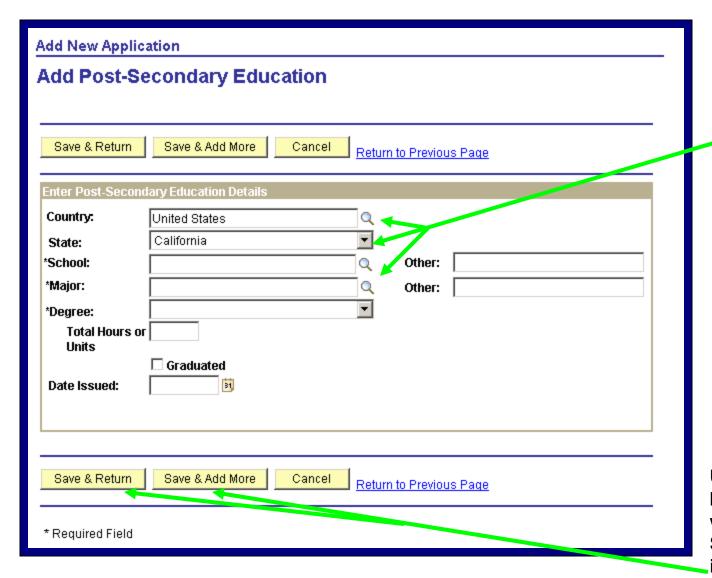
Click here to add college experience.

Click here to add Professional Training.

Click here to add Certifications.

If you have taken any courses with the City of Fresno this year, that information will be listed in your training section.

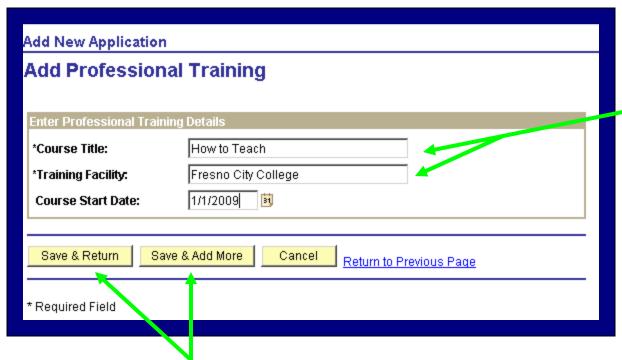
Adding Post-secondary education



When entering your education, you will need to use the drop down and the spy glass to select from the options available.

Use the Save & Return button if you are done with your education or the Save and Add More button if you need to add another line of education.

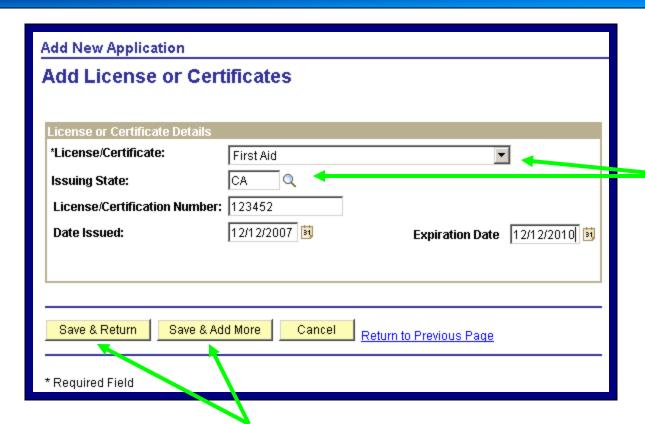
Adding Training



Type your text in these boxes.

Use the Save & Return button if you are done with your Training or the Save and Add More button if you need to add another line of Training.

Adding Licenses/Certifications



When entering your Certification, you will need to use the drop down and the spy glass to select from the options available.

Use the Save & Return button if you are done with your Certification(s) or the Save and Add More button if you need to add another Certification.



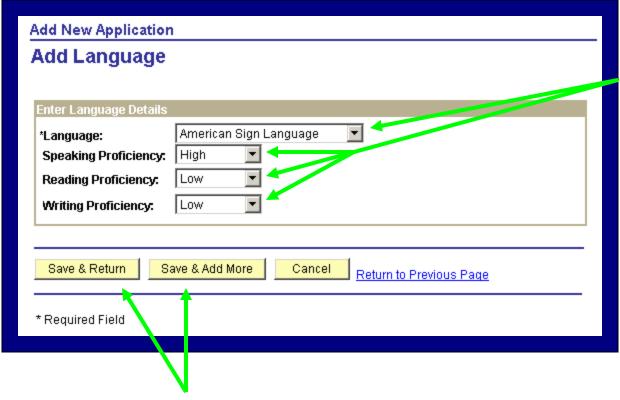
Click here to add Languages.

Click here to add Memberships.

Click here to add Honors and Awards.

Click here to add References.

Adding Languages



When entering your Languages, you will need to use the drop down buttons to select from the options available.

Use the Save & Return button if you are done with your Language(s) or the Save and Add More button if you need to add another Language.

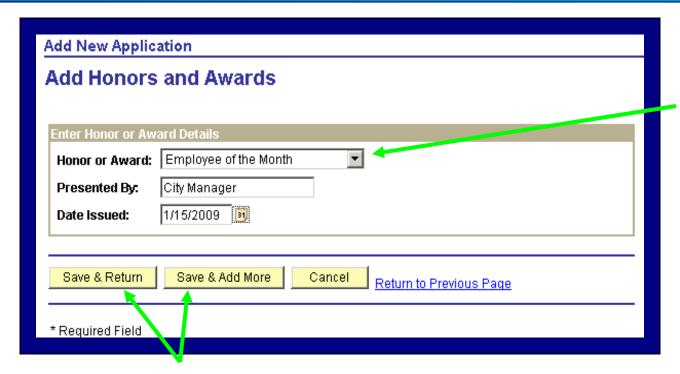
Adding Memberships

Add New Application		
Add Members	hip Information	
Enter Membership Det	ails	
Membership:	American Compensation Society	
Date Issued:	1/1/2005	
Mandate:		
Mandate Position:	Secretary	
Mandate Begin Date:	1/01/09	
Mandate End Date:	12/19/2010 3	
Save & Return S	Cancel Return to Previous Page	
* Required Field		

When entering your Membership, you will need to use the drop down button to select from the options available.

Use the Save & Return button if you are done with your Membership(s) or the Save and Add More button if you need to add another Membership.

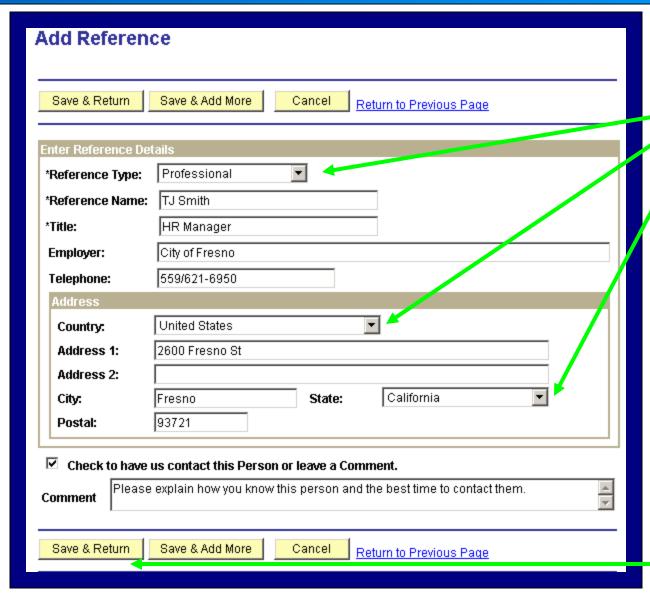
Adding Honors/Awards



When entering your Honor/Award, you will need to use the drop down button to select from the options available.

Use the Save & Return button if you are done with your Honor/Award(s) or the Save and Add More button if you need to add another Honor/Award.

Adding References



When entering your Reference, you will need to use the drop down button to select from the options available.

Use the Save & Return button if you are done with your Reference(s) or the Save and Add More button if you need to add another Reference.

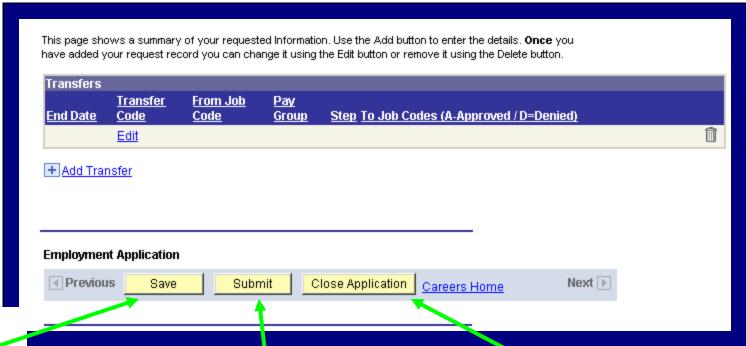
If you answer "Yes" to any of the supplemental questions, please type your explanation in the box to the right.

Supplemental Application Questionnaire		
Have you ever been convicted or declared guilty of a misdemeanor or felony by any court? Conviction is not necessarily disqualifying. Each case will be evaluated on its own merits and its applicability to this position. FAILURE TO DISCLOSE THIS INFORMATION WILL BE CAUSE FOR DISQUALIFICATION, REMOVAL FROM LIST OR DISCHARGE FROM EMPLOYMENT. You may omit: A.Traffic violations for which the fine imposed was \$100 or less. (Any Traffic violation over \$100 must be shown.). B. Any offense committed prior to your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law. C. Any incident that has been sealed under Welfare and Institutional Code Section 781 or Penal Code Section 1203 45. If YES, please provide complete details in the comment box provided.		
> ○ Yes		
Type explanation here.		
O No		
=		
Have you ever been terminated from any employment or ever forced to resign? If YES, please		
provide complete details including dates in the comment.		
O Yes		
Type explanation here.		
C No		
Are you related by blood or marriage to any person presently employed by the City of Fresno? If YES, please provide; Full Name, Relationship and the Department in which the individual(s) are		
employed.		
O Yes		
Type explanation here.		
○ No		
:		

Do you wish to apply for Veteran	ns credits? If YES, acceptable documentary proof of U.S. Military
	bmitted with this application during the filing period. Please
refer to the Veterans Credit info	rmation provided on our web page.
C Yes	
Type explana	tion here.
C No	
	=
-	citizens and aliens residing in the U.S. who are ages 18 through Service System. If applicable, please provide your Selective Selective Service confirmation.
number in the comment box.	ective Service System. Please provide your Selective Service A COPY OF YOUR SELECTIVE SERVICE CONFIRMATION IS OINTMENT. You may attach as a document at time of application.
Type explana	tion here.
 I am not required to register visited age and/or gender red 	with the Selective Service System because I am exempt under the
	=
Referral Information	
How did you find out about the	▼
job?	
SubSource	
Specific Referral Source:	

Click these downward arrows to open the drop down menu and select your answer.

Submitting/Saving an application



If you need to finish the application later, click the Save button.

This is the end of the application. If you are done, you will click the Submit button.

If you've changed your mind and you don't want to complete this application, click Close Application.

Congratulations! You've applied!

